



JERRY SANDERS

Mayor

September 15, 2006

Number U6003

The City of San Diego is accepting resumes for the unclassified position of

**DEPUTY DIRECTOR - CENTRAL LIBRARY &
TECHNICAL SERVICES DIVISION**

Salary Range: Open within an established range of \$95,000 - \$115,000, dependent on qualifications and experience.

Recruitment: Open to all Qualified Candidates.

Filing Deadline: **November 14, 2006.** Candidates are encouraged to apply promptly as interviews and selection may begin upon receipt of resumes from qualified individuals.

The Position:

Under the general direction of the Library Director, the Deputy Director is responsible for planning, directing, and coordinating the daily operations of the Central Library and the Technical Support Division. The Deputy Director will assist the Library Director in the administration and operations of the Library Department; recommend program and policy changes; coordinate activities and functions of public services; administer technical services; recommend, plan, organize and coordinate special projects; initiate and plan surveys of library services and facilities; interpret City policies and procedures; direct the preparation of monthly, annual and special reports. In addition, the Deputy Director will assist the Library Director in the development and justification of the department budget; speak before civic groups and organizations regarding Library policies, procedures and services; attend national, state, and local meetings and conferences; and assist in the implementation of the Library's strategic plan.

The Central Library consists of approximately 100 employees and has system-wide responsibility for the selection of library materials. Staff provides direct service to the public as well as to the 34 branch libraries.

The Deputy Director bears principal authority and responsibility for all Information Technology projects and maintenance within the Library Department. The position entails supervision of a Supervising Librarian for Information Technology and a division consisting of 55 employees who are responsible for acquisitions, cataloging and materials processing. Management responsibilities also include responsibility for system-wide technical support of all public access and staff computers, accountability for Department IT applications, the procurement of a next generation Integrated Library System and the development of a revised and updated Library Department strategic plan for information technology.

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Qualifications:

The ideal candidate will have:

- Master's Degree in Library Science;
- Five years of progressively responsible experience as a professional librarian in managing a large, urban library division;
- Substantial, progressively responsible supervisory and staff development experience, which demonstrates the ability to administer a major division of a public library similar to that of San Diego;
- Genuine commitment to managing diversity in the work place and in incorporating diversity in high performing teams;
- Strong political acumen, especially in dealing with sensitive issues surrounding community-interest groups;
- Strong analytical skills;
- Working knowledge of budget development, including library automation systems and information systems technology;
- Excellent written and verbal communication skills;
- Proven ability to make presentations in a variety of settings;
- Understanding of personnel and labor relations principles, policies and procedures.

Selection Process:

To be considered for this position, please submit two copies of your current resume, a letter of interest highlighting your relevant work experience, and a list of three work related references to: The City of San Diego, Personnel Department, Employment Information Center, 1200 Third Avenue, Suite 101A, MS 51P, San Diego, CA 92101, in an envelope marked **CONFIDENTIAL: Unclassified Recruitment – Deputy Director – Central Library & Technical Services** or e-mail to PersonnelUnclassified@sandiego.gov. EOE/ADA.


Rich Snapper
Personnel Director

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